

NOTES FROM THE DIRECTOR

URGENT REMINDER - DAC/DTC Update Forms

In order to ensure that we maintain our lines of communication with each district across the state, it is imperative that we receive your district's updated [District Assessment Coordinator \(DAC\)](#) and [District Technology Coordinator \(DTC\)](#) forms to our office **as soon as possible**. *Whether or not there has been a change in personnel*, please submit DAC and DTC update forms NO LATER THAN this **Friday, September 2** so that we can verify and maintain the most up-to-date information in our records and that of our vendors.

- **Update:** Keep them coming!!! We've received over 80% of updated forms as of today's DAC Digest, but our office is still missing 80 forms from districts across the state. If your district's forms have already been submitted, thank you. If not, please do so at your earliest convenience.

REMINDER - Spring Assessment Results Available - EMBARGOED

Updated assessment data and dashboards for the 2015-16 Forward Exam, ACT Plus Writing (ACT Statewide), DLM, and ACT Aspire data are now available in WISEdash for Districts. Information regarding the data and dashboards can be found at [About the Data](#).

As assessment reports become available in the secure portals, please be aware that DPI will notify districts when results may be shared publicly. In the meantime, the ACT, Forward Exam, and DLM Assessment results remain under embargo. **Until the embargo is lifted, public release of the data from these assessments is not permissible.** This embargo usually lasts until the DPI press release date.

Data from the ACT ASPIRE and WorkKeys assessments are not embargoed, but the data in the WISEdash secure portal contains personally identifiable student information. **They should not be shared outside of a school or district setting without ensuring that FERPA data security requirements are met.**

~Viji

Viji Somasundaram, Director - Office of Student Assessment

WISCONSIN STATEWIDE ASSESSMENT SYSTEM UPDATE

FORWARD EXAM

- **NEW - Item Review Update**
 - New Item Review meetings for ELA, Math and Social Studies were held last week at the DRC Madison offices. During this time, Wisconsin educators reviewed possible test items for 2017 in committees organized by content area and grade level. Committee members worked hard to ensure that each item is aligned to the Wisconsin Academic Standards and is grade level appropriate.

- **REMINDER - New eDIRECT Layout**

- As many of you may have noticed, the layout for eDIRECT has changed! Below are instructions for accessing district, school and student reports in eDIRECT.
 1. Login to eDIRECT and click all applications to view a menu of eDIRECT functions
 2. Select the report delivery tab to access the reports page
 3. Click view reports to go to the page where users can download reports, ISRs, and data files. Click on WI Forward Reports to view reports in PRISM.

ACT HIGH SCHOOL ASSESSMENTS

REMINDER - ACT plus Writing

- ACT Data for the Graduating Class of 2016
 - This data includes performance information about the 2016 graduating seniors who took the ACT as sophomores, juniors, or seniors, and self-reported at the time of testing that they were scheduled to graduate in 2016.
 - As you may know, this is the first year that all public school junior students in Wisconsin are reflected in the ACT graduate data press release. While results from previous years reflected only the scores for students who were headed to college, this year's data reflects all students' achievement, yielding a fabulous opportunity to assess college and career readiness for all students. It is also important to note that comparison of the graduation data results between this year and the previous years is not meaningful as a result of this change.
 - Please refer to the [DPI press release](#) for additional details regarding the 2016 ACT graduate data. This information was released to the press on August 24 and may be publicly released.
- 2016 State-administered ACT Data
 - The ACT data for all juniors who participated in the March 2016 statewide administration of the ACT assessment is embargoed, and should not be shared publicly prior to DPI's press release.

REMINDER - ACT & WorkKeys **Spring 2018 Testing Dates:**

Window	The ACT	ACT WorkKeys
Initial Test Date	February 27, 2018 <i>Accommodations: February 27 – March 13</i>	February 28, 2018 <i>Accommodations: February 28 – March 14</i>
Makeup Test Date	March 20, 2018	March 21, 2018
Emergency Test Date*	April 3, 2018	April 4, 2018

**For specific circumstances where students were not able to test on initial date or makeup date, such as weather emergency, spring break conflicts, etc. (Will require DPI approval)*

The test windows for the Spring 2017 and 2018 ACT and Workkeys are available at the [DPI ACT calendar webpage](#).

ACT WorkKeys

- **REMINDER - WorkKeys Dashboard available in WISEdash Secure**
 - WorkKeys dashboards and data for 2014-15 and 2015-16 are available in the DPI WISEdash secure portal. As you do with any data in the secure portal, please make sure that FERPA data security requirements for the Workkeys data are met prior to sharing outside of the school or district setting.
- **REMINDER - ACT WorkKeys National Career Readiness Certificates**
 - ACT WorkKeys National Career Readiness Certificates (NCRCs) have been loaded to the Department's Secure Access File Exchange (SAFE). In addition to the certificates, a .csv file containing data for all students who obtained a NCRC is available. This file contains the unique usernames and passwords needed for students to access their My WorkKeys accounts. Accessing the My WorkKeys account is necessary for students who wish to share an electronic version of their certificate with potential employers.
 - NCRCs may be downloaded and distributed to parents/guardians and students, and students should be provided with their unique usernames and passwords in order to access their My WorkKeys accounts. For more information about the ACT WorkKeys NCRC, please visit our [OSA WorkKeys webpage](#).

ACT Aspire

- **REMINDER - ACT Aspire Spring 2018 Test Window Dates**
 - Students in grades 9 and 10 will participate in the Spring 2018 Aspire testing from **April 9 to May 11**. The shift to a slightly earlier window reflects concerns from the field regarding conflicts with end-of-year activities, while having the added benefit of receiving data in a more manageable timeframe to accommodate reporting processes.
- **REMINDER - Individual Student Reports (ISRs) and school and district summary reports are available in the ASPIRE portal.**
 - ISRs may be downloaded and distributed to parents/guardians and students.
 - ACT Aspire results in the ASPIRE portal for districts contain personally identifiable student information. They should not be shared outside of a school or district setting without ensuring that FERPA data security requirements are met.

ACCESS for ELLs

- **REMINDER -** The 2016-17 ACCESS for ELLs calendar is located [here](#).
- **REMINDER - Updated training materials for 2016-2017 available on September 2**
 - Revised training materials, manuals, tutorials, and supporting documents will be released on September 2 on the WIDA.us website.
- **REMINDER - WIDA AMS Availability**
 - WIDA AMS will be available for [existing users](#) on September 19
 - WIDA AMS will be available for [new DACs](#) on September 26
 - Ensure your DAC contact info is up-to date [here](#)
 - Log-in information will be emailed to the address on file on the above dates.
- **REMINDER - Webinar Dates**
 - *Webinar descriptions and links will be added to the WIDA.us website on September 2.*
 - Overview of ACCESS for ELLs: 9/27, 10/11, 11/1
 - What's New in the WIDA AMS: 9/28, 10/4
 - Software Updates & Tech Readiness: 9/29, 10/13, 11/3

- Ordering: 10/5, 10/12
- Tech Install: 10/6, 10/20
- Test Scheduling: 10/5, 10/12, 11/2, 11/9, 11/30
- Test Coordination: 11/10, 12/5

Dynamic Learning Maps (DLM)

- **REMINDER - DLM Required Test Administration Training** is now live in [Moodle](#). Both returning and new test administrators must complete the modules and open the certificate of completion prior to using the optional Instructional Tools Interface or the required Spring Assessment. More information about the required training can be found in the [Guide](#).
 - All educator portal ‘teacher’ accounts have current access to the trainings. DACs will be loaded as ‘facilitators’ after Labor Day, once DPI has received all updated [DAC Update Forms](#). Additional ‘facilitators’ can be added by the test coordinator by locating the Facilitator Trainer Template available on the [DLM Webpage](#).
- **REMINDER - KITE® Client 3.0** (secure browser) is scheduled to release in mid-September. All users must install the new KITE Client in order to deliver the DLM alternate assessment during the 2016-17 school year. The new software update covers all platforms and includes new Chrome and iPad apps. For more information on KITE Client, including status, system requirements, and installation instructions, click [here](#).
- **REMINDER - 2016-17 DLM Manuals and Resources** will be updated and posted on the [DLM Webpage](#) over the coming month.
- **REMINDER - Individual Student Reports:** PDF versions of student results will be posted through KITE Educator Portal in mid-September. Reports are slightly delayed due to science standard setting held over the summer. DACs will be notified once reports are made available. This year, student results have been consolidated into a one-page report that incorporates all content areas for ease of printing and mailing/distributing.
- **REMINDER -** The DLM system has updated the supported platforms for KITE Client (secure browser) and Educator Portal for the 2016-17 school year. The revised list of supported platforms is available below and on the [KITE Suite Requirements](#) page on the DLM website. This summer, district and technology personnel should plan accordingly to prepare for testing in the 2016-17 school year.

Supported Platforms for KITE Client 2016-17	Educator Portal Supported Platforms
<ul style="list-style-type: none"> ● Windows 7, 8.1, 10 (desktop, laptop) ● MAC OS X 10.10 – 10.11 ● Chromebook ● iPad, IOS 9 	<ul style="list-style-type: none"> ● Firefox 38.7.1 or above ● Safari 9.0.3 or above ● Internet Explorer 11 ● Chrome 35 or above

Assessment of Reading Readiness (formerly PALS)

- **REMINDER - 2016-17 Reading Readiness Assessment:**
 - DACs should notify their business offices to use “Source 630 Project 522” when purchasing the literacy screener required by Wis. Stats. 118.016.
 - Districts will be able to seek reimbursement for 2016-17 expenses in the spring 2017 semester. DPI will be creating a reimbursement request form for districts to submit their expenses.

- More detailed information can be found at: [Reading Readiness Overview](#) and [Reading Readiness FAQ](#).

DAC DIGEST DIGESTIBLES (Dates/tasks that are newly added this week are in **bold**)

Important Dates to Remember		
September	2: WIDA releases new trainings, documentation, manuals	ACCESS
	2: DAC/DTC update forms due	General
	Mid-Month: DLM Individual Student Reports available in Educator Portal	DLM
	19: WIDA AMS open for existing users	ACCESS
	26: New DACs added to WIDA AMS	ACCESS
October	4: Test material ordering window opens	ACCESS
	4: Pre-ID upload window for non-public schools opens	ACCESS
	15: NAEP schools register for MyNAEP and complete the "Provide School Information" form	NAEP
	31: NAEP schools submit student list via "e-filing" on MyNAEP	NAEP

Important Tasks to Remember	
<input type="checkbox"/> Distribute ISRs (parent letter/ISR overview available here)	Forward
<input type="checkbox"/> Note ACT, ASPIRE, & WorkKeys 2018 administration dates; communicate to relevant team members <input type="checkbox"/> Print and distribute ACT WorkKeys NCRCs <input type="checkbox"/> Print and distribute ACT Aspire Individual Student Reports (ISRs)	ACT High School Assessments
<input type="checkbox"/> Ensure user accounts are up-to-date on WIDA.us, WIDA-AMS.us websites <input type="checkbox"/> Note webinar dates; share with district staff who may be interested	ACCESS
<input type="checkbox"/> Update secure browser for DLM KITE Client <input type="checkbox"/> Add new users to Educator Portal <input type="checkbox"/> Encourage test administrators to complete the required test administrator training as early as possible	DLM
<input type="checkbox"/> Ensure relevant team members are aware of the information regarding reading readiness assessment at Reading Readiness Overview and Reading Readiness FAQ	Reading Readiness
<input type="checkbox"/> Note that schools and DACs will receive login information for MyNAEP in September	NAEP (selected schools only)
<input type="checkbox"/> Update DAC contact information and DTC contact information and submit to OSA <input type="checkbox"/> Share Vendor-based Reporting Overview with relevant members of your team <input type="checkbox"/> Review and share Strategic Assessment System - Summative Assessment webpage, video, and supplement	General

Online Resource Highlights*

As new resources are posted to our website, we will include them here for your convenience. This is NOT an exhaustive list, but meant to highlight resources with significant relevance to our upcoming test windows.

Resource	Contains	Assessment
Sample Parent Letter & ISR Overview	Provides a parent letter template and ISR one-page overview that can be sent home with student reports	Forward
ACCESS for ELLs Calendar	Provides an overview of relevant 2016-17 dates	ACCESS
Spring 2017 and 2018 ACT and Workkeys Calendar	Provides 2017 and 2018 assessment window dates	ACT/WorkKeys
2016 Vendor-Based Reporting Overview	Outline of vendor-based reports from 2015-16 spring testing, including report descriptions, where/when/how to access, directions for use and distribution, etc.	General
User's Guide to Interpreting Reports	This guide was developed to help district and school staff access, understand, explain, and interpret the results of the spring 2016 Wisconsin Forward Exam.	Forward
Strategic Assessment Update - Summative Assessment Video & Supplement	The Strategic Assessment System webpage has been updated with content regarding summative assessments, along with a new video and video supplement to support PD efforts.	Strategic Assessment